

Meeting Date: 1/13/09

AGENDA REPORT

City of Santa Clara, California

Agenda Item # 7B-4



Date: January 5, 2009
To: City Manager for Council Action
From: John C. Roukema, Director of Electric Utility
Subject: Approval of Call No. 09-1 with Milton Security Group, LLC for Support to City of Santa Clara IT on An Outsourcing Project

EXECUTIVE SUMMARY:

The City of Santa Clara Information Technology Department (CSCIT) has engaged the services of a consultant, NeoIT, to assess the CSCIT technology infrastructure for potential outsourcing of certain services for the City of Santa Clara. CSCIT has requested that the Electric Department, Silicon Valley Power (SVP) participate in the assessment by collecting, collating and documenting all systems and processes as required in support of the outsourcing survey by NeoIT.

The Electric Department has received a proposal from Milton Security Group, LLC to assist in the preparation of materials related to SVP in response to the NeoIT assessment. The proposal has been incorporated into Call 09-1 with Milton Security Group. A copy of Call No. 09-1 and the Scope of Work is available for review in the Council Offices.

ADVANTAGES AND DISADVANTAGES OF ISSUE:

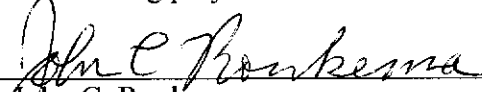
Approval of Call No. 09-1 will provide necessary support for City staff to pursue the activities as stated above.

ECONOMIC/FISCAL IMPACT:

The total cost of service under Call 09-1 for Milton Security Group, LLC is \$35,400.00. Sufficient funds are available in the Electric Department Contractual Services not classified [091-1351-87870-(F)92300].


RECOMMENDATION:

That the Council approve and authorize the City Manager to execute, Call 09-1 with Milton Security Group, LLC, in an amount not to exceed \$35,400.00, to support City of Santa Clara IT on an outsourcing project.

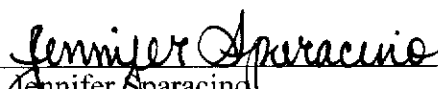

John C. Roukema
Director of Electric Utility

Certified as to Availability of Funds:

09-01351-87870 \$35,400.00


Mary Ann Parrot
Director of Finance

APPROVED:


Jennifer Sparacino
City Manager

Documents Related to this Report:

- 1) Call No. 09-1 with Milton Security Group, LLC and Scope of Work

**CALL NO. 09-1
FOR PROFESSIONAL SERVICES
TO BE PROVIDED TO THE
CITY OF SANTA CLARA, CALIFORNIA
BY MILTON SECURITY GROUP, LLC**

The Parties to this Call No. 09-1 ("Call") agree that on this _____ day of _____, 2009, this Call is made pursuant to the terms of a Call Agreement between the Parties entitled, "Call Agreement by and Between the City of Santa Clara, California and "Milton Security Group, LLC," dated July 17, 2007, the terms of which are incorporated by this reference. This Call describes the Services to be provided to the City of Santa Clara, California ("City") by Milton Security Group, LLC ("Contractor"), which are more fully described in Contractor's proposal to City entitled "CSC IT Support with Outsourcing Project" dated December 3, 2008 ("Proposal"), attached to this Call as Exhibit A and incorporated by this reference. The Services to be performed under this Call shall be completed within the time period beginning on January 13, 2009, and ending on June 30, 2009. The attached Proposal contains a complete description of the Services, and performance dates for the completion of such Services, to be performed by the Contractor under this Call. In no event shall the amount paid to the Contractor for the Services provided to City by the Contractor under this Call, including all fees or pre-approved costs and/or expenses, exceed thirty five thousand four hundred dollars (\$35,400.00), subject to budgetary appropriations.

The Parties acknowledge and accept the terms and conditions of this Call as evidenced by the following signatures of their duly authorized representatives.

**CITY OF SANTA CLARA, CALIFORNIA,
a chartered California municipal corporation**

Approved as to Form:

HELENE L. LEICHTER
City Attorney

By: _____
JENNIFER SPARACINO
City Manager

Attest:

ROD DIRIDON, JR.
City Clerk

1500 Warburton Avenue
Santa Clara, CA 95050
Telephone: (408) 615-2210
Fax: (408) 241-6771

**MILTON SECURITY GROUP, LLC
a California Limited Liability Corporation**

By: _____
JAMES MEMURRY
Title: Managing Partner
Address: 1440 North Harbor #900
Fullerton, CA 92835
Telephone: (714) 449-8490
Facsimile: (714) 459-7489



CSC IT Support with Outsourcing Project

Proposal to

City of Santa Clara

Silicon Valley Power

December 3, 2008

BACKGROUND:

Silicon Valley Power ("SVP") is the municipal electric utility owned by the City of Santa Clara, CA. SVP is seeking assistance from Milton Security Group LLC (MSG) on an ongoing basis to assist with long term SVP System Support Planning, and engagement with City of Santa Clara IT Department (CSC IT). This assistance will help SVP support the needs of CSC IT with their current outsourcing review.



PURPOSE:

The objective is to work closely with SVP management, the System Support Group, and City IT, to collect, collate, document and take an active part in the planning of outsourcing services as it relates to SVP, both short and long term. This project will directly help CSC IT in its outsourcing plans in 2009 for their IT requirements.

WORK PLAN

PHASE 1: Information documentation and collection effort:

MSG will collect, collate, and document all systems and processes as required by and in support of the CSC IT Outsourcing Survey for SVP Systems Support. The initial documentation support effort is expected to consist of reviewing information requests from CSC IT Group, collecting the needed information, and then working directly with CSC IT, clarify any issues they may have.

This effort will entail MSG personnel reviewing all documents as it pertains to SVP System Support processes, and systems, and follow up interviews with key personnel within SVP System Support to clarify the information collected as it pertains to the information requests from CSC IT.

PHASE 2: :

MSG expects that after the initial MSG will work from January 2009 to June 2009 taking part in activities as directed by SVP management, including gathering needed information, creating reports, auditing internal systems or other supporting documentation as needed to assist SVP Senior Management. It is expected that meetings will be attended either for or with SVP Senior Management at CSC outsourcing meetings.



COSTS:

MSG will provide services as identified below on a per hour basis. Invoicing will be done on a weekly basis.

	Total Hours NTE	City of Santa Clara SVP Hourly Rate	Total Cost - NTE
MSG Hours for Phase 1	90	\$118.00	\$10,620.00
MSG Hours for Phase 2	210	\$118.00	\$24,780.00

CITY OF SANTA CLARA
AGENDA MATERIAL ROUTE SHEET

Council Date: January 13, 2009

SUBJECT: Approval of Call No. 09-1 with Milton Security Group, LLC for Assistance with City of Santa Clara IT Support on Outsourcing Project

CERTIFICATION

The proposed Call No. 09-1 with Milton Security Group LLC
Regarding: Assistance to City of Santa Clara IT for Support on Outsourcing Project
has been reviewed and is hereby certified.

PUBLICATION REQUIRED:

The attached Notice/Resolution/Ordinance is to be published ____ time(s) at least ____ days before the scheduled meeting/public hearing/bid opening/etc., which is scheduled for _____, 2008.

AUTHORITY SOURCE FOR PUBLICATION REQUIREMENT:

Federal Codes:

Title _____ U.S.C. § _____
(Titles run 1 through 50)

California Codes:

Code _____ § _____
(i.e., Government, Street and Highway, Public Resources)

Federal Regulations:

Title _____ C.F.R. § _____
(Titles run 1 through 50)

California Regulations:

Title _____ California Code of Regulations § _____
(Titles run 1 through 28)

City

City Charter § _____ (i.e., 1310. Public Works Contracts. Notice published at least once at least ten days before bid opening)

City Code § _____

1. As to City Functions, by
2. As to Legality, by
3. As to Environmental
Impact Requirements, by
4. As to Substance, by

John E. Romkema
Department Head

Lindsay Speck
City Attorney's Office/CAO Assignment No. 09.0004

Director of Planning and Inspection

J. Sparacino
City Manager

Revision Date: June 7, 2005